

BOARD OF SELECTMEN MEETING
MONDAY, APRIL 13, 2015
6:30PM AT TOWN OFFICE BUILDING
240 SPRINGFIELD STREET, WILBRAHAM, MA
MINUTES

PRESENT: Chairman Robert W. Russell (presiding); Selectmen Robert J. Boilard and Susan C. Bunnell, Interim Town Administrator Thomas Sullivan, and Candace Ouillette Gaumond, Administrative Assistant to the TA/BOS.

EXECUTIVE SESSION

To conduct strategy sessions in preparation for contract negotiations with non-union personnel

Chairman Russell opened the meeting. He announced that the Board was going into executive session but would return to general session upon the conclusion. A motion was made.

MOTION: Made (Boilard) and seconded (Bunnell) to conduct strategy sessions in preparation for contract negotiations with non-union personnel; and upon conclusion adjourn to return to open session. The motion was approved by each Selectman voting affirmatively in a roll call vote. (Boilard, yes; Bunnell, yes; and Russell, yes.) Approved 3-0.

PLEDGE OF ALLEGIANCE

The Board of Selectmen returned from Executive Session at 7:12pm. Chairman Russell opened the meeting and asked all to join him in saying the Pledge of Allegiance.

APPOINTMENTS WITH THE BOARD

Goose Permit – Bryan Litz, Parks and Recreation Dept. Director

Director Litz shared that the Parks and Recreation Department continues to have a problems with Canada Geese at Spec Pond. In the past, the Parks and Recreation Department contracted with the United States Department of Agriculture to assist with the depredation of the geese at a cost of \$4,500 annually. Director Litz, who brought a representative from the Ludlow Country Club, explained that the Town of Ludlow sought a permit from the U. S. Department of the Interior (USDI) for a Federal Fish and Wildlife Permit that authorizes the Town to handle the depredation in house. There was brief discussion how Ludlow handled its geese problem. Director Litz informed the Selectmen that he was requesting approval of the application for the permit so that he could submit the application to the USDI.

Selectman Boilard asked Director Litz to explain to the audience what depredation means. Director Litz explained that depredation authorizes the taking of protected birds through a variety of different means. He noted that non-lethal measures must be utilized first. He then went on to describe what measures the Parks and Recreation Department used in the past. Discussion ensued.

Selectman Boilard inquired what the plan was moving forward with the permit. Director Litz responded. Selectman Boilard asked about extreme measures used in regards to depredation. In response, the representative from Ludlow Country Club explained what his experience was in the Town of Ludlow relative to addressing the geese problem under the permit. Director Litz added to the discussion. Selectman Bunnell asked a question about the water condition at Spec Pond as a result of the geese. Director Litz responded and informed that the water at Spec pond is tested daily and is clean despite the geese problem.

MOTION: Made (Boilard) and seconded (Bunnell) to authorize the Parks and Recreation Department to file an application with the U.S. Department of the Interior, U.S. Fish and Wildlife service for an Federal Fish and Wildlife Permit relative to Migratory Bird Depredation permit; and authorize Bryan Litz, Parks and Recreation Director, to sign and process said application. Approved 3-0.

Material referenced: Application, n. d., for a Federal Fish and Wildlife Permit to be submitted to the U. S. Department of Interior by B. Litz, Director of Parks and Recreation Department.

Volunteer Website – Tracey Plantier

Ms. Plantier informed the Selectmen about the Vision Action Team's idea to establish a link from the Town's website to a Massachusetts' sponsored website, Massachusetts Service Alliance's website, to recruit volunteers for boards, committees or various community organizations in Town. Ms. Plantier explained that last year, she worked with the former Town Administrator and IT Department to establish this website link from the Town's website. According to Ms. Plantier, the link and Town's participation in the Massachusetts Service Alliance website was never approved by the Board of Selectmen. For this reason, the link on the Town's website did not go live. Ms. Plantier requested the Selectmen's approval to implement this link on the Town website and the Town's participation in Massachusetts Service Alliance website to seek volunteers.

Selectman Boilard verbally expressed that he liked the idea. Selectman Bunnell expressed concern about the maintenance the Town's data on the Massachusetts Service Alliance website. Overall, she felt the site would be a great resource for the Town. Chairman Russell asked how the website works. Ms. Plantier explained. Chairman Russell wanted to know who would be responsible for updating the sponsored website. Ms. Plantier suggested that one person or multiple people could update the site. For instance, she suggested that Chairmen of various Town Boards and Committees could update the site or the Selectmen's Administrative Assistant. Chairman Russell felt that it would be a better idea to start with the Selectmen's Administrative Assistant to maintain the sponsored site for the Town.

The group further talked about this idea. Selectman Boilard expressed a concern that the Town should indicate on the Town's website that there is no affiliation between the Town and Massachusetts Service Alliance. Interim Town Administrator Sullivan explained how the Town could put such a message on the Town website prior to a person leaving the Town's website to view the Massachusetts Service Alliance's website.

MOTION: Made (Boilard) and seconded (Bunnell) to authorize the establishment of a volunteer webpage on the Town's website as illustrated by the IT Department. Approved 3-0.

Materials referenced: Email, dated April 8, 2015, sent by N. DeLong, Director IT Department, regarding the Vision Action Team's request for an external volunteer website; and a screen shot of the Town's Volunteer Opportunity Page on the Town Website.

Fountain Park Guidelines – Representatives Wilbraham Nature and Cultural Center

Directors from the Wilbraham Nature and Culture Center (WNCC), Patrick Brady, President, and Tracey Plantier joined the group for this discussion. Ms. Plantier explained to the Selectmen that when Fountain Park was first established there was also Use Guidelines created for the Park. However, the guidelines were never formally finalized. According to Ms. Plantier, WNCC Board of Directors are currently reviewing and updating the guidelines so as to reflect how the Park is actually operating and how the WNCC is managing the Park. Ms. Plantier explained that the guidelines were strip down as a result of altering the fee structures noted in the original Use Guidelines. Selectman Bunnell, the Selectmen's Representative on the WNCC Board of Directors, mentioned that she attended all of the WNCC Board of Director meetings; and her opinion, it makes sense to update the Use Guidelines. She further added that the main principal is that the Use Guidelines state that no Town funds can be used to support Fountain Park. Again, she mentioned that the Use Guidelines were never reviewed and approved after the Town Meeting where Fountain Park was voted into creation. Selectman Bunnell pointed out at that time, the Town did not foresee the Community Preservation Act coming into fruition, specifically, in which it offers funding, through the agreement of the Town, for appropriate use of recreational and historical projects. For this reason, Selectman Bunnell verbalized that it made sense to delete the language in the Fountain Park Use Guidelines that prevents the use of Community Preservation Act funding.

Selectman Boilard asked if the draft version of the Fountain Park Use are what the WNCC wants to utilize moving forward. Mr. Brady responded affirmatively. Selectman Boilard asked if there are separate and specific guidelines to rent the barn or facilities at Fountain Park. Mr. Brady responded to the question and mentioned that the general Fountain Park Use Guidelines cover the barn and facility rentals. He further explained how the WNCC has been renting the facility as a means to fund the Park's expenses. He also mentioned that all proposed rentals come before the Board of Directors for review and consideration. Mr. Brady shared that a resident who does not agree with the WNCC Board of Director's decision(s) have the opportunity to come before the Wilbraham Board of Selectmen to make a case.

Selectman Bunnell explained that the process to update the Fountain Park Use Guidelines requires that a formal public hearing be conducted so that the public can make comment about the proposed changes prior to any formal decision being made about the Guidelines. It was indicated that the discussion tonight was to inform the Selectmen as to what is being proposed and that a hearing would need to be scheduled first, before moving forward with a decision about the proposed Use Guidelines.

Materials Referenced: Draft of the Fountain Park Use Guidelines as submitted by the Wilbraham Nature and Culture Center's Board of Directors.

LED Lighting in Town Building – Lance Trevallion, Building Inspector, Edmond Miga, Jr., Director of Public Works/Town Engineer, and Ronald Rauscher, Facilities & Maintenance Supervisor

Inspector Trevallion updated the Selectmen about a project currently being initiated, which entails updating the lighting in a few of the Town's buildings to a more energy efficient LED lighting. Inspector Trevallion informed that Weston Sampson conducted a survey of several Town buildings to see what it would take and cost to update all the lighting to LED. It was discovered that there would be a substantial savings in the cost of energy to the Town. He explained that the project is part of a program that offers rebates through National Grid that will minimize the cost of implementing LED lighting in the Town's buildings. The rebates will refund the monies spent on the project. He explained to the Selectmen the expense of updating the buildings with LED lighting. Town buildings operating under an enterprise fund will pay for the energy efficient updating through enterprise funds. Currently, the program will commence with updating the lighting in the Department of Public Works' garage and Town Office building. Inspector Trevallion informed that \$55,000 will be set aside in Fiscal Year (FY) 2016 budget for this expense. The total cost of updating will be approximately \$122,000. The rebate will create a net cost of \$101,000, subject to the final figures of expenses for this program verified by National Grid. It has been calculated that the yearly savings for the Town will be \$18,190. There are a variety of options as to how the Town can pay back the cost of the updated lighting. Interim Town Administrator Sullivan mentioned that the Town has some flexibility in paying back the cost of the expense to National Grid. Inspector Trevallion explained the payment process and all the payment options the Town can chose from. Chairman Russell reviewed the costs over the long term and schedule of payments with the group. Selectman Boilard inquired if the proposed cost figures are not yet solid. Inspector Trevallion responded that the Town is still waiting for the final figures from National Grid.

Inspector Trevallion also mentioned that there are another twenty buildings in Town that the Town is responsible for. He reviewed what those other properties are, such as Library, Police Station, which could also benefit from this program. Discussion ensued.

Chairman Russell asked if Inspector Trevallion was asking for the Board's approval of the Agreement in order to move the project forward. Inspector Trevallion responded that the Board was being asked to give consent for the Town to move forward on this project with Weston Sampson. He advised that if the final figures come back from National Grid and are not beneficial to the Town, the Selectmen will have an opportunity to decide to not move forward with the project, despite any authorization made tonight. Once the final figures come in, then Inspector Trevallion will look for formal approval of an Agreement relative to this project. Further discussion ensued. No action was taken.

Materials Referenced: Draft Agreement between the Town and Weston and Sampson relative to the LED project.

OPEN SESSION

Town Administrator's Report

Interim Town Administrator Sullivan informed the Board that the Town received notice from the Governor that the Town's Chapter 90 monies are \$594,446. Chairman Russell asked how the Chapter 90 figures compare to last year's figures. Interim Town Administrator Sullivan responded that the Town received about \$200,000 more than last year.

He also discussed that Scantic Valley Health Trust's health insurance coverage came in at 90% expenses to the Town's revenue. For that reason, the Town might have a 0% increase in health insurance costs next year for FY 2016. He further added that if it continues this way, it might look like no increase the following year, too.

Interim Town Administrator Sullivan mentioned that he attended the public informational session, scheduled at the Public Library's Brooks Room, about the police station building project. According to Interim Town Administrator Sullivan, the session went very well. He also noted that he attended a similar session at the Senior Center, too.

Board of Selectmen Updates

Chairman Russell informed the audience that the Town is progressing with the hiring process for the new Town Administrator. It should be wrapped up in the not too distance future.

Citizens Open Forum

Chairman Russell acknowledged Robert Grove, resident, in the audience. Mr. Grove asked, with the recent announcement from the Arch Diocese of Springfield about the shuffling of its schools, if the Town examined all the possibilities for a location for a new Senior Center, including Memorial School. He wondered if the Senior Center Building Feasibility Sub-Committee was moving too quickly with its recommendation for a site at Fountain Park. Mr. Grove felt that all the potential options have not been yet examined. He further expressed his concern on this matter and asked for the Selectmen's input on the topic.

Selectman Boilard informed Mr. Grove that the Selectmen have yet to sit with the Senior Center Building Feasibility Sub-Committee and review all the options. He spoke about another option, regionalization, which was suggested but not yet reviewed by the Sub-Committee. Selectman Boilard recommended that the Board sit with the Senior Center Building Feasibility Sub-Committee to review progress thus far.

Selectman Bunnell stated that the Senior Center Building project is not being proposed at this year's Town Meeting. Interim Town Administrator Sullivan further noted that there has been no decision made as to where the senior center building site would be as of yet. He clarified that there are only options being reviewed at this point; no recommendations have been issued. The process of implementing the senior center building project, particularly at a certain site, was discussed. Chairman Russell reviewed the process the Town will take in regards to moving this building project forward. With that being said, he clarified that there has been no decision on site location for a proposed new Senior Center. Selectman Bunnell requested copies of the Senior Center Building Feasibility Sub-Committee's meeting minutes. Interim Town Administrator Sullivan agreed to make sure Selectman Bunnell receives the minutes requested.

David Sanders, resident, requested an update on the solar project at the landfill. Selectman Boilard explained that the project's Agreement with the Vendor had language that altered from the original Request For Proposal. For that reason, the project is being held up at the state level. The project is influx right now until this matter is resolved with the State. Mr. Sanders asked if this snag was about grant money to fund the project. Selectman Boilard responded no; it involves obtaining the State's permission to move the project forward. Interim Town Administrator Sullivan further clarified as to the status of the project.

OLD BUSINESS

There were no items under this agenda category.

NEW BUSINESS

Approval of the Amendment to the Cafeteria Plan Document

This agenda item was tabled.

Amend Policy on Payment Vouchers

Chairman Russell announced that the Selectmen were being asked to amend a policy on payment vouchers as per a recommendation from the Town's Auditors. Interim Town Administrator Sullivan explained that when the policy was originally established in May 2014, the limit for departmental or appointing authority approval was set at \$100. The Auditors recommended the limit be \$500 because \$100 was too low of threshold and created more bureaucracy. Selectman Bunnell asked a clarifying question. Interim Town Administrator Sullivan responded. A motion was made.

MOTION: Made (Boilard) and seconded (Bunnell) to amend the policy on payment vouchers established on May 5, 2014, to the following: "all payment vouchers for employee reimbursements in excess of \$100 \$500; shall be co-signed by the employee's supervisor or in the case of a department head, the appointing authority of the department head. Approved 3-0.

Materials Referenced: Memo, May 6, 2014, relative to policy of payment vouchers sent to T. Sullivan, Assistant Town Administrator of Budgeting and Finance/Treasurer/Collector, JoAnne DeGray, Town Accountant, and Herta Dane, Human Resource Coordinator, by C. O. Gaumond, Administrative Assistant to the Town Administrator and Board of Selectmen.

Proclamation honoring "Women's Lung Health Week"

Chairman Russell asked Selectman Bunnell to read the proposed Proclamation to the audience. Selectman Bunnell read the Proclamation. A motion was made to approve the Proclamation.

MOTION: Made (Boilard) and seconded (Bunnell) to approve and sign the proclamation, designating the second full week of May as "Women's Lung Health Week" in the Town of Wilbraham. Approved 3-0.

Materials Referenced: Draft Proclamation, dated April 13, 2015, relative to Women's Lung Health Week.

Request to Reallocate Unspent Funds from Prior Fiscal Year Bond Authorization to Repair Roofs

Interim Town Administrator Sullivan explained that Nicholas Manolakis, Chairman of the Capital Planning Committee, is requesting an authorization to reallocate \$67,000 to pay for repairs to leaky roofs at three buildings: the Department of Public Works building, Water Department building and Memorial School. The damage to the roofs was caused by ice. He further explained that the Town authorized the expense of \$100,000 to purchase a generator; however, the Town received a grant to pay for the generator. Therefore, there are additional monies in the account to fund the roof repairs. Selectman Boilard asked if the Capital Planning Committee was on board with this request. Interim Town Administrator Sullivan stated yes, and informed that the Capital Planning Committee is making the request. Selectman Bunnell asked if this was standard practice. Interim Town Administrator Sullivan stated yes.

MOTION: Made (Boilard) and seconded (Bunnell) to reallocate \$67,000 of unspent funds from prior year bond authorization to repair the roofs at the DPW building, Water Department and a small section of the roof at Memorial School. Approved 3-0.

Materials Referenced: Memo, dated March 30, 2015, from N. Manolakis, Chairman of the Capital Planning Committee, regarding the reallocation of funds from a prior year bond authorization.

Request for Transfer from Reserve Funds - Selectmen's Office

- Professional Services

Interim Town Administrator Sullivan explained that the request for transfer from the Reserve Fund was to pay for expenses associated with a Collective Bargaining Agreement with International Union of Operating Engineers (IUOE) Local 98 to pay for training and expenses associated with employees obtaining his/her hoisting license. Interim Town Administrator Sullivan informed that there were no funding in the FY 2015 budget to pay for this expense. Chairman Russell asked if there were any questions. None were offered.

MOTION: Made (Boilard) and seconded (Bunnell) to recommend a transfer of \$2,184 from the Reserve Fund to the Board of Selectmen's Professional Services Line Item #01-122-5219 for extraordinary and unforeseen expenditures associated with the International Union of Operating Engineers, Local 98's Training Fund, per contractual agreement. Approved 3-0.

Materials Referenced: Request for a Transfer from the Reserve Fund form, dated April 8, 2015, relative to Professional Services Line Item and Local 98's Training Fund, submitted by H. Dane, Human Resource Coordinator.

- Overtime Account

Interim Town Administrator Sullivan explained that the transfer request is to cover the expense of overtime pay for the Administrative Assistant in the Selectmen's Office until the end of the fiscal year. The overtime resulted because the Selectmen's Office is short-staffed.

MOTION: Made (Boilard) and seconded (Bunnell) to recommend a transfer of \$2,000 from the Reserve Fund to the Board of Selectmen's Overtime Line Item #01-122-5103 for extraordinary and unforeseen expenditures. Approved 3-0.

Materials Referenced: Request for a Transfer from the Reserve Fund form, dated April 4, 2015, relative to Selectmen's Office's Overtime Line Item, submitted by T. Sullivan, Interim Town Administrator.

Technology and Efficiency Fund Request – Installation of Wireless Solution between WFD, Spec Pond & Post Office Park - IT Dept.

Interim Town Administrator Sullivan explained that the Town is seeking to put Wi-Fi near Post Office Park so as to connect the Fire Department, Senior Center and Parks and Recreation Department. This connection will provide Wi-Fi to the recreational area at Spec Pond as well. Selectman Bunnell asked about the Wi-Fi username and password for residents to use at Spec Pond. Interim Town Administrator Sullivan stated that the IT Director will see to it once the Wi-Fi is up and running.

MOTION: Made (Boilard) and seconded (Bunnell) to recommend a \$8,500 from the Technology and Efficiency Fund to fund the installation of a wireless solution between the Fire Department Head Quarters building, Spec Pond and Post Office Park (YMCA building) so as to provide private/government connectivity for Senior Center and Parks and Recreation Departments as well as public Wi-Fi access at the Spec Pond recreation area. Approved 3-0.

Materials Referenced: Technology and Efficiency Request, dated April 8, 2015, submitted by N. DeLong, IT Director, relative to a Wi-Fi technology and accessibility in the Spec Pond Recreation area and between Town buildings.

Approval of Amendment to the Road Resurfacing and Related Contract with Palmer Paving Corp.

Interim Town Administrator Sullivan explained that the Selectmen are being asked to approve an extension to the current paving contract with Palmer Paving Corporation. The current contract provides an advantageous option to extend the contract and maintain the same pricing for material and services. Selectman Boilard asked if this is a wise option, considering the pricing for such materials has recently decreased in the market. Interim Town Administrator Sullivan informed that Edmond Miga, Jr., Town Engineer/Director of Department of Public Works, is recommending the extension. Selectman Boilard informed that Interim Town Administrator Sullivan's response did not answer the question. Interim Town Administrator Sullivan responded that he values Director Miga's opinion and recommendation. Selectman Bunnell acknowledged that Selectman Boilard has a valid question. However, she did mention that if the project were to go out to bid, the extension option with Palmer Paving Corporation would be invalid at that point. The Selectmen tabled the matter until more information could be gathered.

Materials Referenced: Proposed Contract Amendment, dated April 8, 2015, between the Town of Wilbraham and Palmer Paving Corporation, related to related contract for Road Resurfacing and Related Services; and Contract between Town of Wilbraham and Palmer Paving Corporation, dated May 9, 2013, for Road Resurfacing and Related Services 2013.

LICENSING AND OTHER APPROVALS

Application for Section 14 Special Alcohol License (1 day liquor license) – Friends of Wilbraham Seniors

Robert Page, President of the Friends of Wilbraham Seniors, explained that the Friends of Wilbraham Seniors will be holding a fashion show at St. Cecilia's Church. The show is a fundraiser to raise monies for a new senior center building. Mr. Page also asked that the Board of Selectmen to consider waiving the license fee because it's for a charitable cause.

MOTION: Made (Boilard) and seconded (Bunnell) to grant a one-day alcohol service license to Robert L. Page, representing the Friends of Wilbraham Seniors, for sale of wine and malt beverages at a charitable

event for the benefit of the building a new senior center, scheduled for April 23, 2015 at St. Cecilia's Church, between the hours of 11:30am to 3:00pm; and waive the fee for the license. Approved 3-0.

Materials Referenced: Application for a Section 14, Special Alcohol License, received April 8, 2015, from Robert L. Page, President of the Friends of Wilbraham Seniors.

Applications for Food Service, Common Victualer, and Milk and Cream Licenses and License to manufacture frozen desserts and/or ice cream.

Chairman Russell invited the Maloni's, new owners of Rice's Fruit Farm, to join the Selectmen. Domenic Maloni introduced himself and his father, Anthony. He mentioned that his brother, Anthony, will also be working at Rice's Fruit Farm. Mr. Maloni, the younger gentleman, shared some history of the purchase of, and renovation activities at, Rice Fruit Farm. He explained that the Maloni's will be offering ice cream, baked goods and other such food items. Mr. Maloni informed that they are bringing back the bakery as it used to be, with the former cook, Georgia, and her recipes. The Farm will have a seating area for thirty occupants. It will be open all year round from 6:00am to 8:00-9:30pm. Discussion ensued about the work being done at the Farm to prepare the facility for opening as well as event ideas being planned at the Farm. Chairman Russell asked the Maloni's how their experience was to open a business in Town. Mr. Maloni, the senior gentleman, responded that it's been a wonderful experience. It was mentioned that the Maloni's own and operate Cindy's Drive In in Granby, Massachusetts. It was also mentioned that Rice's Fruit Farm would be open for business on Friday, April 17, 2015.

MOTION: Made (Boilard) and seconded (Bunnell) to grant a Common Victualer's License, a License for Retail Sale of Milk and Cream, a License to Manufacture Frozen Desserts and/or Ice Cream, and a License to Operate a Food Service Establishment, to Anthony Maloni, Manager, Rice's Fruit Farm LLC, at 757 Main Street, Wilbraham, subject to satisfactory inspection and approval by the health inspector. Approved 3-0.

Materials Referenced: Applications for a Common Victualer's License, a License for Retail Sale of Milk and Cream, a License to Manufacture Frozen Desserts and/or Ice Cream, and a License to Operate a Food Service Establishment submitted by Rice's Fruit Farm, LLC.

MINUTES OF MEETINGS

~~March 2, 2015~~

~~March 2, 2015 executive session~~

~~March 7, 2015~~

~~March 16, 2015~~

~~March 16, 2015 executive session~~

~~March 30, 2015~~

~~April 6, 2015~~

~~April 6, 2015 executive session~~

Having no further business, the Board of Selectmen adjourned at 8:54pm.



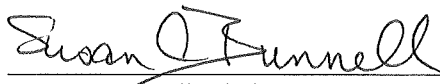
Candace Ouillette Gaumond
Administrative Assistant to the TA/BOS



Robert W. Russell, Chairman



Robert J. Boilard, Vice Chairman



Susan C. Bunnell, Clerk